



## UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION MIRAMAR  
P O BOX 452000 SAN DIEGO CA 92145-2000

Canc: Dec 03

StaBul 1650

ADJ

4 Nov 03

### STATION BULLETIN 1650

From: Commanding General  
To: Distribution List

Subj: GUIDANCE FOR THE SUBMISSION OF PERSONAL AWARD  
RECOMMENDATIONS IN SUPPORT OF THE 2003 AIR SHOW,  
SAN DIEGO WILDFIRES, AND THE MARINE CORPS BIRTHDAY

Ref: (a) MCO P1650.19J  
(b) StaO 12451.1  
(c) COMCABWEST Personal Awards Program Standards ltr  
of 9 Oct 02

Encl: (1) Awards Program  
(2) Awards Process and Timeline Flow Chart  
(3) Examples of Certificates of Commendation  
(4) Examples of Letters of Appreciation

1. Situation. This Bulletin establishes guidelines for the submission of personal award recommendations for individuals who supported the 2003 Marine Corp Air Station (MCAS), Miramar Air Show, San Diego Wildfires, and those who will be supporting the upcoming 228th Marine Corps Birthday events.

2. Mission. The Station Adjutant has overall cognizance of the Commanding General's personal awards program. Awards will be processed per the guidelines outlined in enclosures (1) and (2). All personal awards, with the exception of civil service awards, will be processed by the Station Adjutant. Award recommendations for civil service employees will be processed by the Director, Human Resources Office (HRO), per the guidelines set forth in reference (b) and this Bulletin.

### 3. Execution

#### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide guidelines for the submission and process of personal award recommendations for well deserving individuals. Many Marines, Sailors, Civilian Marines,

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personnel of other branches of the armed services, local civilians, etc., contributed to the overall success of the 2003 MCAS Miramar Air Show. Those who have gone "ABOVE AND BEYOND" what is normally expected of them during the Air Show and preparation and execution phases of the San Diego Wildfires should be recognized. Additionally, these guidelines will be used to govern the submission of personal awards for those who will be supporting the upcoming Marine Corps Birthday Ball events.

(2) Concept of Operations. The references require review of present and higher headquarters policies and procedures prior to the submission of recommended awards.

(3) Action. Commanding Officers, Department Heads and Supervisors will ensure strict compliance with the guidance outlined in this Bulletin.

b. Subordinate Element Missions. Comply with the intent and content of this Bulletin.

c. Coordinating Instructions. Submit all personal award recommendations as delineated in this Bulletin.

4. Administration and Logistics. The Station Adjutant will administer the requirements for the processing of personal awards. Questions regarding the awards process can be addressed to the Station Adjutant at extension 7-1116.

5. Command and Signal

a. Signal. This Bulletin is effective the date signed.

b. Command. This Bulletin is applicable to the Marine Corps Reserve.



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## AWARDS PROGRAM

1. Awards Process. The awards process, as outlined in the references, was designed to recognize well deserving individuals who contributed, above and beyond the normal expectation. The following are personal award levels which can be used to consider individuals for an award:

a. Personal Decorations. An Impact Award will be processed per the guidelines outlined in references (a) and (c). Submit these via the electronic awards systems to the COMCABWEST awards folder at [COMCABWESTAWARDS@MIRAMAR.USMC.MIL](mailto:COMCABWESTAWARDS@MIRAMAR.USMC.MIL).

b. CG's Certificate of Commendations and Letters of Appreciation. Examples of these awards are at enclosures (3) and (4). Certificates of Commendation may be given to active duty and reserve personnel, to civilians who are serving with the Marine Corps, and to other civilians as deemed appropriate to recognize those who have made "significant contributions" to the Marine Corps. Electronic format shells can be obtained from the Station Adjutant by calling the Awards Section, extension 7-1051.

c. Civil Service Incentive Awards. Reference (b) outlines the Incentive Awards Program for Civil Service Employees. Cash Awards, Time-off Awards, CG Certificate of Commendations/Letters of Appreciation, etc., are examples of awards a Civilian Marine may receive. Submit Civilian Marine award recommendations directly to the Director, HRO per the timeline outlined in enclosure (2).

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## AWARDS PROCESS AND TIMELINE FLOW CHART

1. The following awards submission process is provided:

PERSONNEL RECOGNITION TYPE	→	AWARD ORIGINATOR	→	VIA AUTHORITY	→	PROCESSING OFFICE	→	CG APPROVAL
USMC/USN (Active/Reserve)		Dept Heads, Div OIC's		CO HQHQRON		Station Adjutant		Yes
Civil Service Employees (APF)		Dept Heads, Div OIC's		N/A		Director HRO		Yes
Civilian Employees (NAF)		Dept Heads, Div OIC's		AC/S MCCS		Station Adjutant		Yes
Other Branches of Armed Forces		Dept Heads, Div OIC's		N/A		Station Adjutant		Yes
Other Civilian Category(ies) (Non Federal)		Dept Heads, Div OIC's		N/A		Station Adjutant		Yes

2. The following awards timelines are established:

AWARD EVENT	DUE DATE TO STATION ADJ/HRO FOR PROCESSING	DATE TO CG FOR APPROVAL
2003 Air Show	14 Nov 03	20 Nov 03
San Diego Wildfires	14 Nov 03	20 Nov 03
Marine Corps Birthday Ball	21 Nov 03	1 Dec 03

ENCLOSURE (2)

## EXAMPLES OF CERTIFICATES OF COMMENDATION

OUTSTANDING PERFORMANCE WHILE SERVING AS EXPLOSIVE ORDNANCE DISPOSAL TECHNICIAN IN SUPPORT OF THE 2003 AIR SHOW CONDUCTED ABOARD MARINE CORPS AIR STATION, MIRAMAR, CALIFORNIA FROM 17 TO 19 OCTOBER 2003. SERGEANT BELL'S ATTENTION TO DETAIL AND EXCEPTIONAL EFFORTS CONTRIBUTED SIGNIFICANTLY TO THE OVERALL SUCCESS OF THE MARINE AIR GROUND TASK FORCE DEMONSTRATION. BY SELFLESSLY VOLUNTEERING TO WORK LONG HOURS, MOVING THOUSANDS OF SANDBAGS, LAYING OUT MILES OF FIRING WIRE, AND SETTING UP SEVERAL HUNDRED EXPLOSIVE CHARGES HE DEMONSTRATED HIS DEDICATION ABOVE AND BEYOND THE CALL OF DUTY. HIS ENTHUSIASM, LEADERSHIP, AND EXPERT KNOWLEDGE OF EXPLOSIVES CONTRIBUTED GREATLY TO A SAFE AND SPECTACULAR PERFORMANCE THAT THRILLED NEARLY 1.5 MILLION SPECTATORS. SERGEANT BELL'S DEDICATION AND DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

OUTSTANDING PERFORMANCE WHILE SERVING AS AIR CREW CHALET SUPERVISOR IN SUPPORT OF THE 2003 AIR SHOW CONDUCTED ABOARD MARINE CORPS AIR STATION, MIRAMAR, CALIFORNIA FROM 17 TO 19 OCTOBER 2003. DURING THIS PERIOD, LANCE CORPORAL BELL PERFORMED HIS DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. HIS UNTIRING AND DEDICATED COMMITMENT TO EXCELLENCE CONTRIBUTED TO THE FLAWLESS OPERATION OF THE AIR CREW CHALET. THE AIR CHALET, WHICH IS ONLY OBSERVED BY PERFORMING PILOTS AND THEIR CREW, WAS ONE OF THE AIR SHOW'S MORE IMPORTANT "BEHIND THE SCENES" FUNCTIONS. LANCE CORPORAL BELL'S SOUND JUDGMENT AND TACTFUL ABILITY TO WORK WITH THE PUBLIC ALLOWED FOR THE SMOOTH OPERATION AND SUCCESSFUL SECURITY OF THE CHALET. LANCE CORPORAL BELL'S DEDICATION AND DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

OUTSTANDING PERFORMANCE WHILE SERVING AS AIRCRAFT RECOVERY EMERGENCY ARRESTING GEAR TECHNICIAN IN SUPPORT OF THE 2003 AIR SHOW CONDUCTED ABOARD MARINE CORPS AIR STATION, MIRAMAR CALIFORNIA FROM 17 TO 19 OCTOBER 2003. SERGEANT BELL PROVIDED AIRCRAFT RECOVERY TECHNICAL SERVICES TO BOTH MILITARY AND CIVILIAN HIGH PERFORMANCE AIRCRAFT DURING THE ARRIVAL, PERFORMANCE AND DEPARTURE PHASES OF THE AIR STATION'S HIGHEST DENSITY OF AIR TRAFFIC THROUGHOUT THE YEAR. SERGEANT BELL'S ABILITIES, PROFESSIONALISM, ATTENTION TO DETAIL AND EXCEPTIONAL EFFORTS ANSWERED THE CHALLENGE AND CONTRIBUTED SIGNIFICANTLY TO THE OVERALL SUCCESS AND SAFETY OF THE AIR SHOW. ADDITIONALLY, HE EPITOMIZED THE PROFESSIONAL IMAGE OF MARINE CORPS AIR STATION MIRAMAR DURING THIS HIGHLY PUBLICIZED EVENT. SERGEANT BELL'S DEDICATION AND DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE

OUTSTANDING PERFORMANCE WHILE SERVING AS PERFORMING LINE CREW MEMBER IN SUPPORT OF THE 2003 AIR SHOW CONDUCTED ABOARD MARINE CORPS AIR STATION, MIRAMAR, CALIFORNIA FROM 17 TO 19 OCTOBER 2003. DURING THIS PERIOD, SERGEANT BELL PERFORMED HIS DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. HIS UNTIRING AND DEDICATED COMMITMENT TO EXCELLENCE CONTRIBUTED TO THE FLAWLESS STAGING OF MORE THAN 100 CIVILIAN AND MILITARY AIRCRAFT. SERGEANT BELL'S EXCEPTIONAL EFFORT AFFECTED THE EFFICIENT MARSHALING, PARKING, TOWING, REFUELING AND LAUNCHING OF THESE AIRCRAFT. IN ADDITION TO HIS PRIMARY RESPONSIBILITIES, SERGEANT BELL MADE HIMSELF AVAILABLE TO SUPPORT ALL PECULIAR AIRCRAFT NEEDS OF VISITING AIRCREW TO INCLUDE HAZARDOUS WASTE MANAGEMENT OF FUEL AND OIL SPILLS. SERGEANT BELL'S DEDICATION AND DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND UNITED STATES NAVAL SERVICE

OUTSTANDING PERFORMANCE WHILE SERVING AS LOGISTICS SPECIALIST IN SUPPORT OF THE 2003 AIR SHOW CONDUCTED ABOARD MARINE CORPS AIR STATION, MIRAMAR, CALIFORNIA FROM 17 TO 19 OCTOBER 2003. LANCE CORPORAL BELL'S ATTENTION TO DETAIL AND EXCEPTIONAL EFFORTS CONTRIBUTED SIGNIFICANTLY TO THE OVERALL SUCCESS OF THE AIR SHOW AND ENHANCED THE PROFESSIONAL IMAGE OF THE MARINE CORPS AIR STATION, MIRAMAR. THROUGH HARD WORK AND DEVOTION LANCE CORPORAL BELL WORKED ARDUOUS HOURS TO ENSURE THAT SUPPORT ASPECTS OF THE AIR SHOW WERE COVERED IN AN EXEMPLARY MANNER. LANCE CORPORAL BELL'S DEDICATION AND DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

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### EXAMPLES OF LETTERS OF APPRECIATION

From: Commanding General, Marine Corps Air Station, Miramar  
To: Lance Corporal Bell A. Bell 555 65 7777/3043 USMC  
Via: Commanding Officer, Headquarters and Headquarters  
Squadron, Marine Corps Air Station, Miramar

Subj: LETTER OF APPRECIATION - MIRAMAR AIR SHOW 17-19 OCT 03

1. The 48th Annual Marine Corps Air Station Miramar Air Show was an unqualified success. Leaders in the San Diego community have gone out of their way to express appreciation to me and to this command. It is my pleasure to pass their thanks, along with my own, to the many individual Marines who made it happen.

2. Performers such as the Blue Angels and the Golden Knights attract the general public to an air show. Everyone looks up to them as heroes. Yet scores of unsung heroes such as you contributed time and energy to the success of our Air Show.

3. Marine Corps teamwork was crucial in ensuring the safety of our visitors and the security of their vehicles. I sincerely thank you for your professionalism and hard work as a member of the traffic detail.

OR

1. I would like to take this opportunity to express my sincere appreciation for your hard work and dedication in support of the 48th annual Marine Corps Air Station, Miramar Air Show. In preparation for the show, you spent countless hours coordinating unit requirements, providing operator training and performing operational checks. Throughout the three-day event, you provided superb customer service to security personnel, show central and numerous vendors. Additionally, you assisted in the reprogramming and testing of more than 100 contracted radios, which had been improperly tuned by the event contractor.

2. As a ground radio repair specialist, your technical expertise and dedication to task ensured uninterrupted ground communication support and a safe, memorable event for all. Your performance of duty and professional skill are a credit to Marine Corps Air Station, Miramar and the United States Marine Corps.

3. Thank you for a job well done.

P. C. CHRISTIAN  
Acting

ENCLOSURE (4)